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2010 VITA Grant

Administrative Field Visits

TCE/VITA Grant Orientation Conference
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Key Points

- Purpose
- Selection Methods
- Administrative Visit Report
- Impact on local IRS Territory office



Purpose of Administrative Visit

- **Assist with compliance with Grant Program guidelines**
- **Ensure the program and financial plans are followed**
- **Assist with resolving program issues**
- **Monitor program**




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- The purpose of the Administrative Visit is to assist grant recipients with compliance with the Grant Program guidelines and to ensure your program plans are followed.
- The Grant Program Office is responsible for monitoring all grant recipients.
- The Administrative Site Visit is one method of monitoring.
- The Administrative Visit will also assist in resolving recipient issues identified through other monitoring methods.
- The administrative visit is not a SPEC Site Visit. The visit is focused on the administration of the grant and your program as described in your program plan.

Administrative Review

Selection methods

- **Discussions with the recipient**
- **Monitoring of reports from TaxWise or Payment Management Reports indicate areas of concern**
- **Recipient has a complex program**
- **Recipient is new to program**
- **Best practices are demonstrated**



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The need for an administrative visit is based on several factors:

- Discussions between the GPO and the recipient may identify areas of concern and a visit may assist in a successful resolution.
- Information obtained from other monitoring methods such as TaxWise reports, payment management actions, and/or financial management reviews may identify areas of concern.
- The complexity of the recipient's program may justify a visit in order for the GPO to understand how the recipient operates.
- Recipients with limited exposure to the VITA or TCE programs may be visited to ensure understanding of the programs.
- There may be processes within the recipient's program that could be considered best practices for sharing with other recipients.




It is important to understand that an Administrative Visit is NOT a financial review, IRS audit, or VITA/TCE program site visit.

The financial review is a general review of the organization and grant related financial management systems, policies, records and documentation. The scope of the financial review is limited to financial operations and documentation.

VITA/TCE program site visits are conducted by SPEC field employees to assist with site operations and quality standards. Site visits may be randomly or statistically chosen and/or requested by the partner.

Process

- **Analyst will –**
 - **Contact you to coordinate the visit**
 - **Provide an Administrative Visit Check Sheet**
 - **Meet with responsible officials**
 - **Review and discuss and program and financial management**
 - **Make site visit - if appropriate**
- **Lasts approximately four hours**



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Basic Administrative Site Visit actions:

- You will notified of the administrative site visit by your analyst to coordinate the date and time.
- An administrative check sheet will be provided containing the topics for discussion during the visit, which includes program and financial management areas.
- Analysts expect to meet with the responsible program and financial officials.
- An actual visit to a VITA or TCE site may occur if appropriate and time permits, but is not required.
- Administrative site visits are approximately three-to-four hours.

Administrative Field Report

Summary of the Administrative Visit


- **Findings**
- **Recommendations**
- **Grantee response to the report**

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- You will receive an administrative field report after the visit. It is a summary of the visit and includes the analyst's findings and recommendations.
- The recipient has the opportunity to respond in writing.

Territory Responsibility

- The Territory office will be advised of the Administrative Visit
- Attendance is optional...determined by the recipient
- The visit focus on the administration of the grant, both program and financial.



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- The Territory office will receive notice of the administrative visit from the GPO analyst after coordinating the visit with the recipient.
- The relationship manager's attendance at the visit is optional. It is determined by the recipient.
- The administrative visit is focused on the recipient's administration of the grant.
- Discussions during the visit are focused on the administration of the grant and processes for a successful plan.

Administrative Visit Checklist	
Program Management	
Return Production	Focus, Count, E-file
Sites	Established, Monitoring, Overflow, Quality
Communications	Process of identifying and resolving concerns
Volunteers	Recruitment, Training
Advertising	Methods, Availability, Examples
Security/Safeguards	Data, Equipment, Personnel

A small logo of the United Nations Office on Drugs and Crime (UNODC) is located in the bottom right corner of the slide. It features a stylized globe with a balance scale and a sword, symbolizing justice and law enforcement.
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The administrative visit check sheet is a list of items that may be reviewed with the program officials. The check sheet covers:

- Return production with a focus on the target population identified in the plan, the return and e-file counts at the time of the visit
- Site establishment and monitoring for quality and overflow
- Communication methods with the site administrator, site coordinators and volunteers
- Volunteer methods of recruitment and training
- Advertising and publicity methods of reaching the target population
- Security and safeguards used for the return data, equipment and personnel

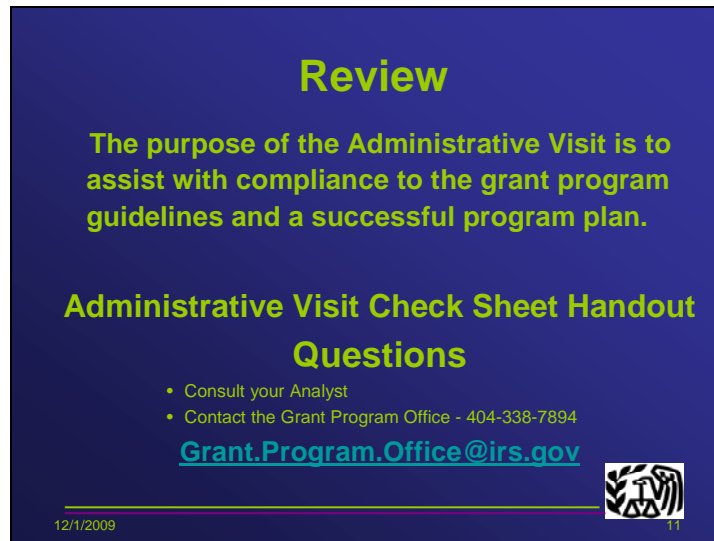
Administrative Visit Template (Cont'd.)	
Financial Management	
Personnel	Key personnel and volunteer allocation of time Documentation
Budget	Budget monitoring Inventory procurement & tracking Expense documents Matching Funds / In-Kind Documentation (VITA)
Grant Funds Management	DPM withdrawing procedures Funds disbursement
Oversight	Guidance to partners, site coordinators, coalitions



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The financial management items may include information related to:

- Personnel – documentation of the efforts of paid and unpaid personnel
- Budget – monitoring actions, inventory procurement and tracking, documentation of expenditures and matching funds
- Grant funds management – procedures for withdrawing funds from DPM and funds disbursements
- Oversight – the guidance provided to site coordinators, partners and coalitions



Review

The purpose of the Administrative Visit is to assist with compliance to the grant program guidelines and a successful program plan.

Administrative Visit Check Sheet Handout Questions

- Consult your Analyst
- Contact the Grant Program Office - 404-338-7894

Grant.Program.Office@irs.gov

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In review, the purpose of the administrative visit is to ensure your organization is following the grant guidelines for a successful program plan. The visit may identify issues early in the program to ensure compliance with grant procedures and your program plan. The administrative check sheet handout is an example of items reviewed during the administrative visit.